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CONFIDENTIAL

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Career Service Designations for Personnel of the Travel Section, Central Processing Branch, Records and Services Division, Office of Personnel

REFERENCE : Memo dtd 11 Nov '57 to D/Pers, AD/Log, and C/Mgt/S from D/S, subject as above.

Representatives of the Office of Logistics and the Office of Personnel have completed a study of the position structure and staffing procedures in the Travel Section of the Central Processing Branch. Jointly, the two Offices have made the following proposals which I have endorsed for immediate implementation, subject to your approval:

a. Transfer two positions in the Office of the Chief, Central Processing Branch, the incumbents of which are presently performing travel functions, one domestic and the other overseas, to the Travel Section, giving that Section a total of seven positions.

b. Administrative supervision of the Travel Section be performed by the Chief, Central Processing Branch. Technical guidance and staff supervision will be performed by the Transportation Division, Office of Logistics.

c. The positions within Central Processing Branch dealing with the Travel functions be identified with the SL Career Service. Personnel occupying those positions with SF Service Designations will be given the opportunity to change their designations to SL.

Gordon H. Stewart
Director of Personnel

Concurrence:

James A. Garrison
Director of Logistics

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APPROVED:

Date

L. K. WHITE
Deputy Director
(Support)

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